

## MENARD CORRECTIONAL CENTER VISITING RULES AND REGULATIONS

***All visitors are subject to search of their vehicle, physical search of their person, and are required to clear search with a metal detector or other contraband detection equipment. Illinois Law provides that it is a felony to attempt to bring into a correctional facility an item of contraband. Contraband includes alcohol, cannabis, controlled substances, hypodermic syringes or needles, weapons, knives, explosives, guns (loaded or unloaded), hacksaw blades and key and lock picking devices. Anyone attempting to bring in contraband on facility grounds will be subject to prosecution.***

All visits are subject to monitoring and video recording unless prior approval is given for confidential attorney or other privileged visits.

### **VISITATION**

Prospective visitors who have been convicted of a felony, have criminal charges pending, or are currently on parole or probation may visit only with **prior written approval of the Warden or Assistant Warden of Operations**. Previously incarcerated inmates that have been denied a visit are not permitted to remain on State property.

Individuals 17 years of age or older must be on the approved list in order to visit. Visitors 16 years of age and below need not be on the approved list to visit; however, such visits are permitted only when accompanied by a parent or guardian who is an approved visitor or when prior notarized consent has been given by a parent or guardian who is in the free community for the child to visit accompanied by an approved visitor who is at least 17 years of age.

Visitors may only visit once per day (attorney's and chaplain visits are excluded from this limit).

Due to limited space, "split visits" and "extended visits" are not conducted on holidays or weekends. Additionally, due to limited space, each offender will only be allowed one visit per weekend or holiday. Split visits and extended visits may occur on Mondays through Thursdays (excluding holidays) **if they have been pre-approved through the Assistant Warden of Operations office**. Split visits are limited to no more than six visitors total, and because of space constraints, the second group of the visit will be required to exit grounds, and then wait their turn in line for processing after the initial visit. This privilege is only afforded to inmates who are eligible for contact visits.

Visitors who appear to be under the influence of drugs or alcohol are prohibited from visiting.

Visitors are required to fill out a Prospective Visitor Interview Form prior to visiting. All questions must be answered completely and truthfully. If it is determined that any information provided is false, visitors will be denied entry to the facility and are subject

to permanent visitor restriction from all Illinois Department of Corrections facilities. Appropriate staff shall do a name search on VTS prior to an offender visit.

### **REQUIRED IDENTIFICATION**

All visitors 12 years of age and older (including legal visitors) are required to present 2 forms of identification. Forms of identification shall be a valid sealed photo I.D., such as driver's license, state I.D., military I.D., or acceptable documentation of non-US citizen including a current passport, Visa or Matricula, and documentation that includes date of birth. Only visitors 12 years to 16 years of age will be permitted to use a current school picture I.D. as a form of identification.

### **VISITOR'S REGISTRATION LOG**

Except for officials, all persons entering the facility shall sign in upon entry including name, time in, vehicle license number, home address, race, date of birth and the name and registration number of the offender receiving the visit. When departing the institution visitors will be required to log signature and time out.

### **VISITING LIMITATION**

#### **General Population Contact/Non-Contact Visits**

Visiting Hours: Sunday through Friday: 8:00 a.m. to 3:30 p.m. Sign in time is from 8:00 a.m. to 2:00 p.m. Saturday: 8:00 a.m. to 5:30 p.m. Sign in time is from 8:00 a.m. to 4:00 p.m.

Visitors are normally allowed a two (2) hour visit, unless extenuating circumstances exist as designated by the Warden or Duty Warden. The frequency and duration of visits may be limited in accordance with space and staff.

Contact Visits: Inmates not under visit restriction are allowed five (5) visits per month. Three (3) adult visitors may visit simultaneously. This number includes children three (3) years and older.\*

Non-contact Visits: Level "E" inmates are allowed five (5) visits per month. Orientation status inmates are not permitted visits with the exception of legal visits.

#### **Segregation/Administrative Detention Non-Contact Visits**

Visiting Hours: 8:00 a.m. to 2:00 p.m. daily. Sign in time is from 8:00 a.m. to 12:00 p.m. Visits are a maximum of one (1) hour.

Inmates not under visit restriction are allowed two (2) visits per month. Segregation inmates may only visit once per day. Two (2) adult visitors may visit simultaneously. This number includes children three (3) years and older.\*

### **Medium Security Unit**

Visiting Hours: 8:00 a.m. to 6:30 p.m. daily. Sign in time is from 8:00 a.m. to 5:00 p.m. Visitors will not be processed for a visit during shift change (2:15 p.m. to 3:15 p.m.) Visits are normally allowed two (2) hour visits. Under normal circumstances and space

availability, length of time may be extended. In no case will visits be allowed past the established visiting hours.

Inmates not under visit restriction are allowed five (5) visits per month. Three (3) adult visitors may visit simultaneously. This number includes children three (3) years or older.\* When more than six (6) visitors (three years or older) visit, it will be counted as two (2) visits.

### **Infirmery Visits**

If an offender's condition allows, visitation will be done in the Visiting Room. In the case where a patient's condition does not allow for visitation in the Visiting Room, a visit may be approved in the Infirmary. **This must be preapproved by the Warden or Assistant Warden of Programs.** Such visits will be one (1) hour or less in duration depending on the offender's condition and treatment program. No vending items are permitted.

### **Attorney/Clergy/Agency Visits**

Legal visitors and government officials who request to visit an offender for the purpose of conducting business on behalf of the Department or other governmental agency shall be exempt from completing the Perspective Visitor's Information form. Legal visitors and government officials shall be required to list only their names and business address on the Visitor Sign-In Log. Legal visitors and government officials shall be required to show photo identification including government identification, official credentials, attorney registration or law student certification. Legal Visits will be arranged through the Litigation Coordinator at least two days in advance. Attorneys, student lawyers, etc. need not be on the inmates visiting list.

**Special Clergy visitation will be approved in advance through the A/W of Programs.** The requesting clergy must provide proof of legitimacy prior to entering the facility. Bibles and Korans are allowed during Pastoral Counseling.

Government agencies must coordinate with the **A/W Operations prior to Visiting.**

\*NOTE: If a child is under the age of three (3) and can be held on an adult visitor's lap, they will not be counted as one of the three (3) visitors. Each adult may accompany one (1) child less than three (3) years old.